



City of Rockville
111 Maryland Avenue
Rockville, Maryland 20850-2364

Inspections Services Division
240-314-8240
TTY 240-314-8137

Commercial building permit plan requirements for interior tenant alterations and fix-up's

Architectural Drawings

1. **Cover sheet:** Provide an area dedicated for the City to place plan review comments. The area should be at least 8.5" x 11" or provide a blank paginated sheet.
2. **Code Analysis to include:** Use group classification, type of construction, height of building, number of stories, floor area under construction, fire protection features such as fire ratings of structural members, fire ratings of non structural elements such as floors, walls and shafts, number of stories, floor area under construction, fire protection and all codes used in the design. Also see plan submittal checklist.
3. **Sprinkler information:** Indicate design information such as NFPA 13, 13R, 231 etc. Indicate if the building is fully sprinklered, partially sprinklered or has no sprinkler protection.
4. **Fire alarm:** Indicate if the building has a fire alarm system and also indicate type such as voice etc.
5. **Standpipes:** Indicate if the building has standpipes.
6. **Mixed-use information:** Provide information if the building is a mixed-use building. Plans must indicate ALL uses in the building. Provide support calculations indicating if the building/tenant space is designed as a separated or a non-separated mixed use. Use a format such as provided in the **INTERNATIONAL BUILDING CODE, 2000**.
7. **Interior alterations:** Interior alterations and fix-ups must have an egress plan showing location of all interior building exits, exit paths and travel distances.
8. **Fire-rated assemblies:** All designs must be accompanied by the actual construction requirements for the assemblies used. Include all testing agency listing numbers and information such as screw sizes, spacing of support framing, insulation details if part of the assembly and the manufacture of products/components etc.
9. **THE CITY DOES NOT ACCEPT "BASED ON" OR "SIMILAR TO" DESIGNS.**
10. **Wall section details and legends:** Indicate all fire areas, rated and/or non-rated walls ceilings, smoke barriers and shafts.
11. **Schedules:** Provide hardware schedules, rating of doors, fire dampers etc. All special locking arrangements must also be noted. **Special locking arrangements must comply with all of the requirements cited in both the Life Safety and Building Codes.**
12. **Rooms and spaces:** All meeting rooms and conference rooms must indicate occupant capacity design information. All rooms and space must be indicated on the plans.
13. **Exit and emergency lighting:** Plans must indicate all exit signs and emergency lighting in the space.
14. **Design professional:** Each sheet of the plans must bear the original wet stamp and signature of the State of Maryland registered design professional.
15. **Plan size limitations:** Plans should be no smaller than 24" x 18" and no larger than 48" x 30".
16. **Plans cannot be marked "FOR PERMIT ONLY", "NOT FOR CONSTRUCTION", or a Percentage of completion (%).**
17. **Plan scale:** All architectural plans must be drawn to architectural scale. Drawings indicating only dimensions will be rejected.
18. **Modular furniture:** Modular office furniture must indicate partitions height and be drawn to scale. Flame spread information must be available on-site.
19. **Flame spread:** Flame spread information on materials such as plastic laminates and vinyl wall coverings must be provided on the submitted plans. Flame spread certifications must also be on-site for inspectors review. It is also advisable to have a copy of the invoice that shows the manufactures product code and shipping information available.

PLEASE NOTE: IF THE ABOVE REQUIREMENTS ARE NOT PROVIDED, THE CITY PLANS EXAMINERS WILL SUSPEND OR REJECT THE PLANS AND APPLICATION.